

# PROGRAMS

## OFFICE ADMINISTRATION (A25370)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC115				
ACC-120	Prin of Financial Accounting	3	2	4
ENG-111	Writing and Inquiry	3	0	3
OST131				
***	Humanities/Fine Arts Elective	3	0	3
***	Natural Science Elective or			
MAT***	MAT-143 or higher	0-4	0-3	3-5
	<b>Credit Hours</b>	<b>9-13</b>	<b>4-7</b>	<b>14-16</b>
Second Semester (Spring)				
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
OST-134	Text Entry & Formatting	2	2	3
OST-164	Office Editing	3	0	3
OST-184	Office Information Management	2	2	3
***	Social/Behavioral Sciences Elective	3	0	3
	<b>Credit Hours</b>	<b>13</b>	<b>4</b>	<b>15</b>
Third Semester (Summer)				
OST-136	Word Processing	2	2	3
OST-137 or	Office Applications I or			
CIS-110	Introduction to Computers	2	2	3
	<b>Credit Hours</b>	<b>4</b>	<b>4</b>	<b>6</b>
Fourth Semester (Fall)				
ACC-149	Intro to ACC Spreadsheets	1	3	2

		Course Hours Per Week		Semester Hours
BUS-125	Personal Finance	3	0	3
BUS-230	Small Business Management	3	0	3
MKT-223	Customer Experience	3	0	3
OST-236	Adv Word Processing	2	2	3
OST-284	Emerging Technologies	1	2	2
<b>Credit Hours</b>		<b>13</b>	<b>7</b>	<b>16</b>

#### Fifth Semester (Spring)

ACC-150	Accounting Software Appl	1	3	2
OST-286 or BUS-151	Professional Development or People Skills	3	0	3
OST289				
***	Technical Elective	1-3	0-3	3
***	Technical Elective	1-3	0-3	3
<b>Credit Hours</b>		<b>6-10</b>	<b>3-9</b>	<b>11</b>
Total Required Minimum Semester Hours Credit				62

Technical Electives:		Class	Lab	Credit
ACC-121	Prin of Managerial Accounting	3	2	4
ACC-140	Payroll Accounting	1	3	2
BUS-115	Business Law I	3	0	3
BUS-121	Business Math	2	2	3
BUS-153	Human Resource Management	3	0	3
BUS-225	Business Finance	2	2	3
BUS-255	Org Behavior in Business	3	0	3
BUS-260	Business Communication	3	0	3

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